

**NATIONAL AGENCY FOR FOOD AND DRUG ADMINISTRATION AND CONTROL (NAFDAC)
REQUEST FOR EXPRESSION OF INTEREST (EOI) FOR CONSULTANCY SERVICES FOR THE
IMPLEMENTATION OF ISO 9001:2015 – QUALITY MANAGEMENT SYSTEM (QMS) IN
NAFDAC**

The National Agency for Food and Drug Administration and Control (NAFDAC), in line with its statutory mandates, intends to implement ISO 9001: 2015 Quality Management System (QMS) in all its Directorates, and in accordance with the provisions of the public procurement Act.

The Agency hereby invites interested reputable and competent companies/ consulting firms with relevant experience and good track records on implementing QMS to respond to the invitation by submitting Expression of Interest documents (EOI).

The scope of the programme will include among others:

- Sensitize NAFDAC personnel on the importance and need for the Implementation of Quality Management System
- Train Selected staff, as team for the Implementation of Quality Management System
- Train Selected staff, as Internal Audit team for QMS up to the level of ISO 9001 certification
- Guide in the Development of Quality Management tools
- Ensure the certification of NAFDAC as ISO 9001:2015 compliant.

REQUIREMENT

Prospective bidders are required to submit a comprehensive expressions of interest document that highlights the bidding company/firms' ability to carry out the service, qualified staff, and methodology for providing the services as stated above. In addition, bidders are required to state the minimum time frame for providing the needed services. The expression of interest documents must contain the following:

REQUIREMENTS

MANDATORY REQUIREMENTS

Prospective bidders are required to submit the following EOI information/documents for evaluation (in case of joint ventures or consortia, provide for each component firm):

(1) Company Data: (for joint venture or consortium, provide data for lead firm)

- Company Name
- Business Address (not P.O. Box)
- Name and phone number of primary contact person
- Email address

- (2) Evidence of Registration with Corporate Affairs Commission, namely Certificate of Incorporation, memoranda & Articles of Association, form CAC7, CAC2 and CAC/BN/A1 (Certified True Copy)
- (3) Tax Clearance Certificate for three years i.e. 2014, 2015, and 2016 (Expiring December 2017)
- (4) Tax Clearance Certificate of at least two (2) Directors / all Partners of responding firms showing history of last three years i.e. 2014, 2015, and 2016.
- (5) Pension Clearance Certificate for three years i.e. 2014, 2015, and 2016 (Expiring December 2017) issued by the National Pension Commission.
- (6) Evidence of Value Added Tax Certificate
- (7) Evidence of Registration with the Bureau of Public Procurement on the National Database of Contractors, consultants and service providers, by inclusion Certificate of Interim Registration Report
- (8) Current Certificate of compliance with the industrial Training Fund (ITF) Act 2011 (provision)

OTHER ADDITIONAL REQUIREMENTS

- (9) Detailed Company/firms profile, indicating management structure, size, strength and numbers of Management, Technical & None Technical Staff, including Names, qualifications and years of experience).
- (10) Verifiable evidence of experience in similar assignment of comparable complexity (Tabulated) with details comprising of Client Name, Brief description of Project, client location and address, Contract Value, Implementation role, status of Project as completed or on-going, in addition evidence of award letters, or commission letters, Payment Certificate (if on-going) and completion certificate from clients Tabulated must be shown.
- (11) Evidence of financial capability with proof of access to funding or a letter from a commercial bank with assurance of willingness to provide facility to the prospective contractor if the company or firm turn-out to be successful. (Turnover as reflected in financial Statements must correspond with that on the Tax clearance certificate). Please note that bankers letter merely stating that the applicant is a customer or maintains and account with the bank without any turnover range is not acceptable.

(12) Evidence of Audited financial statement for the last three years i.e. 2013, 2014 & 2015 stamped and signed by client Auditor.

(13) Sworn affidavit that the company/firm is not in receivership/bankruptcy

(14) Sworn affidavit that none of the directors or partners of the company / firm is an ex-convict in any country for any criminal offence relating to fraud or financial impropriety

(15) Sworn affidavit that none of the officers of NAFDAC or BPP is a former or present director of the company or firm or has any pecuniary interest in the Tender

SUBMISSION OF DOCUMENTS

Interested companies/firms are required to submit their Expression of Interest (EOI) documents in three (3) copies, sealed in an envelopes with the project title “**Consultancy Services for the Implementation of ISO 9001:2015 Quality Management System (QMS) in NAFDAC**” and addressed to:

**The Director, Special Duties,
Procurement Unit (Third Floor),
NAFDAC Headquarters,
Plot 2032, Olusegun Obasanjo Way,
Wuse Zone 7, Abuja.**

CLOSING DATE AND TIME FOR SUBMISSION OF EOI DOCUMENTS

All EOI documents must be hand delivered **on or before 12noon, Monday, 12th June 2017**. Any document received after the date and time specified above stands automatically disqualified.

OPENING OF EOI DOCUMENT

EOI documents shall be opened immediately after the close of submission at **12noon, Monday, 12th June 2017 at the conference Room, 2nd floor NAFDAC Headquarters Building, plot 2032 Olusegun Obasanjo Way, Wuse Zone 7, Abuja.**

Interested Service providers/companies/firms and their representatives, civil society organisations and the general public are invited to witness the opening process.

Notes:

(a) Successful Service providers/companies/Firms will be shortlisted and invited after evaluations to submit cost.

(b) Submitting Expression of Interest (EOI) does not commit NAFDAC to awarding contract to any service provider/company/firm

(c) NAFDAC reserves the right to verify claims made by any service provider/company/firm

(d) Submitting false document is an offence, which will lead to disqualification and prosecution.

SIGNED

Management

NAFDAC